

SECRET

NPIC/D-131-70

7 MAY 1970

MEMORANDUM FOR: Chairmen, Career Panels

SUBJECT : Career Panel Procedures #1
Periodic Career Board Reports

1. In order to ensure a compatible, equitable, and productive career development program throughout NPIC, the Career Service Board will monitor the more significant actions approved by the Career Panels. This will include competitive evaluation ratings and promotions to GS-12 and below.

2. Monthly reports of pertinent Career Panel actions should be forwarded to the Chief, Personnel Branch for Career Service Board dissemination not later than the 15th day of each month. They should be brief in nature and cover actions approved during the preceding calendar month.

3. The following format should be used in reporting to the Career Service Board promotions approved by the Career Panels:

Career Panel		Month			
(Group or Staff)					
<u>NAME</u>	<u>AGE</u>	<u>POSITION</u> <u>TITLE</u>	<u>CER</u>	<u>MONTHS IN</u> <u>GRADE</u>	<u>GRADE</u> <u>FROM TO</u>
Example, I. M.	32	IRS-IA	B-2	22	11 12

4. Career Panels are urged to report problems which they encounter in carrying out their responsibilities, to recommend changes which might improve career management policies and procedures, and to share the successful methods and techniques which they develop. In this way the whole Career Service will benefit from the best ideas and practices of the respective Panels.

25X1



Chairman, IP Career Service Board

MORI/CDF

SECRET